



NAPA VALLEY TRANSPORTATION AUTHORITY

Technical Advisory Committee Agenda Memo

TO: Technical Transportation Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
REPORT BY: Patrick Band, Associate Planner
(707) 259-8781/ Email: pband@nvta.ca.gov
SUBJECT: Transportation Development Act Article 3 (TDA-3) Project Review

RECOMMENDATION

That the TAC review TDA-3 project applications for Fiscal Year (FY) 2024-25 through FY 2026-2027 and provide a programming recommendation to the NVTA Board.

EXECUTIVE SUMMARY

The NVTA Board of Directors approved local guidelines (Attachment 1) and opened a Call for Projects for the forthcoming 3-year funding cycle of Transportation Development Act Article-3 (TDA-3) at their April 17, 2024 meeting. Three (3) project applications were received by the application deadline and are eligible for funding consideration. Staff recommends the Board approve all three project applications.

Applications are provided to the TAC for review and consideration as part of this item and can be found in Attachment 2. All three projects were reviewed and approved by the NVTA Active Transportation Advisory Committee, at their June 17, 2024 meeting, and are provided to the TAC for review and recommendation to the Board.

FISCAL IMPACT

There is no fiscal impact associated with this item. Any recommended action from this item will be provided to the NVTA Board. TDA-3 funds are passed through directly to project sponsors.

BACKGROUND AND DISCUSSION

The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects. The TDA-3 program is a grant program funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$165,000 per year in revenue for Napa jurisdictions.

TDA-3 funds may be used for both capital infrastructure and maintenance purposes as well as limited safety education programs, as outlined in Attachment 1. In 2018, the NVTB Board requested a change to NVTB policy that prioritized infrastructure projects for TDA-3 funds. In addition, a new infrastructure project category is allowed under TDA-3 for Quick Build project types.

Table 1. Three-Year TDA-3 Fund Estimate

	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL
REVENUES	\$399,827*	\$165,000**	\$165,000**	\$729,827
*This total includes \$239,827 from the March 2024 funding estimate, as well as \$160,000 in rescinded funds allocated to the Town of Yountville under a previous funding cycle.				
** Revenues for these years are estimates for programming purposes only. When actual revenues are known, these estimates will be updated.				

Project Summaries

Full project applications are included as Attachment 3.

- The City of Calistoga is requesting \$150,000 for PS&E (Project Specifications & Estimates) to support the \$1.7 million Oak Street Pedestrian Bridge & Community Facilities Access Improvements project. The project will construct a 189-foot multi-use bridge across the Napa River, connecting South Oak Street and North Oak Street, as well as provide 210 feet of off-street multi-use path, 600 feet of sidewalk gap closure, and 6 new curb ramps. The project is within 0.5 miles of two local schools (Calistoga Elementary and Calistoga Junior/Senior High).
- The City of St. Helena is requesting \$50,000 for construction of Quick Build improvements at three locations within the City: at 360 S. Crane Avenue, intersection of N Crane and Spring Street, and the intersection of Pope and Edwards. Treatments at each location are context-specific, and include curb extensions (bulb-outs), pedestrian crossing safety improvements, and sidewalks. NVTB staff are working with the City to verify that all improvements are in adopted

Plans, to ensure consistency with local and MTC guidance for TDA-3 project funding.

- The Town of Yountville is requesting \$100,000 for PS&E and Construction as part of a \$140,000 extension to the existing Hopper Creek Trail, a multi-use path that currently terminates in an apartment complex parking lot. This project would extend the Trail to Washington Street, where existing bicycle and pedestrian facilities provide connectivity to local destinations, thus avoiding potential conflicts with the existing parking lot. A private property easement would need to be secured from St. Joan of Arc Catholic Church but would not be paid for through this funding program. TDA-3 Funds are requested for FY 2025-26.

Table 2. Requested vs Available Funds for Allocation by Program Year

	FY 24-25*	FY 25-26**	FY 2026-27**	TOTAL
Available	\$399,827	\$165,000	\$165,000	\$729,827
Requested	\$200,000	\$100,000	\$0	\$300,000
Remaining	\$199,827	\$65,000	\$165,000	\$429,827
<p>*This total includes \$239,827 from the March 2024 funding estimate, as well as \$160,000 in rescinded funds allocated to the Town of Yountville under a previous funding cycle.</p> <p>** FY 2025-26 and FY 2026-27 revenues are estimates for programming purposes only. When actual revenues are known, these estimates will be updated.</p>				

Staff Recommendation

NVTA Staff and ATAC have prioritized Quick Build projects in the first fiscal year of the three-year cycle, a criteria which is met by the City of St. Helena application. All applications meet preliminary screening criteria. Staff recommends all applications be fully funded for FY 2024-25, and that prioritization for Quick Build projects be continued through the remainder of the three-year funding cycle.

NVTA staff will hold a supplemental call for projects in Spring 2025 for the additional TDA-3 funds available. TAC members are encouraged to consider potential projects in their relevant jurisdictions.

A summary of each project, eligibility criteria, and staff recommendations are provided in Attachment 4.

ATTACHMENTS

- 1) a. Local Guidelines for TDA-3 Program
- 2) b. MTC Resolution 4108 *(attachments continued on next page)*

- 3) FY 2024-2027 Fund Estimate (as of 2/28/24)
- 4) Project Applications Received by Deadline
 - a City of Calistoga
 - b City of St. Helena
 - c Town of Yountville
- 5) Project Application List & Staff Recommendation



Guide and Application for
Transportation Development Act – Article 3 (TDA-3)
Funds for Napa County

FY 2024-25 through FY 2026-27
Applications Due to NVTA:
Friday, May 31, 2024 by 5:00 p.m.

NVTA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631
Fax: 707-259-8638
www.nvta.ca.gov

The Napa Valley Transportation Authority (NVTa) is pleased to announce a Call for Projects for Transportation Development Act, Article 3 (TDA-3) funds available to Napa County jurisdictions.

The TDA-3 program is a grant program, funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$165,000 per year in revenues for Napa jurisdictions. The purpose of the TDA-3 program is to provide funding for local bicycle and pedestrian projects.

The TDA-3 program can fund a wide range of project types including:

- Construction and/or engineering of a bicycle or pedestrian capital project
- Capital purchases for maintenance of a Class I or Class IV facilities
- Enhancement of Class II bicycle lanes
- Bicycle safety education programs (no more than 5% of county total)
- Development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years)
- Quick Build Projects

NVTa is pleased that your agency or organization has chosen the TDA-3 program as a potential funding source to complete your eligible project. This packet has been created to help guide you in submitting a successful application for funding.

The available funding for Napa County TDA-3 projects for FY 2024-25 through FY 2026-27 will be approximately \$569,827 dollars. The TDA-3 Applications will be due to NVTa by 5:00 PM on Friday, May 31, 2024.

If you have any questions, you may contact Diana Meehan, TDA-3 Program Manager at:

NVTa
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631

Sincerely,

Kate Miller
Executive Director
Napa Valley Transportation Authority

The TDA-3 Program

The California State Legislature passed the Transportation Development Act (TDA) in 1971, which was subsequently signed into law by Governor Reagan. The TDA provides one of the major funding sources for public transportation in California. Transportation Development Act (TDA) funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA is a set-aside of approximately 2% of those monies. Under Article 3 of the TDA, funds allocated to Napa County are available to local jurisdictions for bicycle and pedestrian projects.

The Metropolitan Transportation Commission (MTC) administers TDA 3, which is distributed based on population. Each year, an annual fund estimate or “entitlement” is developed for each County. Unused “entitlement” is accumulated as credit. A county’s claim in any given year cannot exceed the sum of their accumulated credit plus their projected entitlement for the following two years.

Funds are obtained by local jurisdictions via a three-step process: (1) apportionment, (2) allocation, and (3) payment (reimbursement). Apportionment in the San Francisco Bay Area follows a Metropolitan Transportation Commission (MTC) formula based upon population. Allocation is the discretionary action by MTC that designates funds for a specific claimant for a specific purpose. NVRTA submits TDA allocation requests to MTC on a regular basis, and unused TDA funds allocated to any project may be rolled over from one fiscal year to the next. No matching funds are required, but the project must meet the funding objectives and be developed in cooperation with the community. The basic objectives of the grant source are to fund projects that increase the safety, security, and efficiency of bicycle and pedestrian travel, and to provide for a coordinated system. MTC requires supporting resolutions from the sponsoring Council.

TDA 3 projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within two years; be maintained; be consistent with adopted active transportation plans; and be authorized by a governing council or board. Local authorization is not required at time of application submission, but due within three months of NVRTA Board project approval and prior to annual submission of the Countywide TDA-3 claim to MTC.

This “Call for Projects” will be issued on April 17, 2024 upon approval by the NVRTA Board of Directors. In addition to the application, project sponsors must deliver documentation of environmental clearance and maps/documents showing project locations and design parameters. Projects must be approved by MTC.

As part of the grant process, MTC also requires the City Council to adopt a resolution making certain findings as follows:

- (i) There are no legal impediments regarding the project.
- (ii) Jurisdictional or agency staffing resources are adequate to complete the project.
- (iii) There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
- (iv) Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.

- (v) Adequate local funding is available to complete the project.
- (vi) The project has been conceptually reviewed to the point that all contingent issues have been considered.

The adopted resolution must be received by NVTAs designated TDA-3 Coordinator later than July 15 in the year funds are programmed.

Basic Eligibility for TDA-3 Funding

TDA Article 3 funds may be used for the following activities relating to pedestrian and bicycle facilities, including):

- Engineering expenses leading to construction.
- Right-of-way acquisition.
- Construction and reconstruction.
- Retrofitting existing bicycle and pedestrian facilities, including installation of signage, to comply with the Americans with Disabilities Act (ADA).
- Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized rail crossings and bicycle-friendly drainage grates.
- Purchase and installation of bicycle amenities such as:
 - secure bicycle parking,
 - benches, drinking fountains, changing rooms, rest rooms and showers which are adjacent to bicycle trails, employment centers, park-and-ride lots, and/or transit terminals and are accessible to the general public.
- Maintenance of Class I bikeways (unlimited-daily maintenance excluded)
- Maintenance of Class II bikeways. Countywide, the total funds allocated to Class II bikeway maintenance cannot exceed 20% of the total countywide TDA estimate
- Bicycle Safety Education Programs (and not more 5% of the countywide TDA Article 3 funds). Pursuant to NVTAs Board policy, capital projects are to be given priority.
- Comprehensive Bicycle & Pedestrian Facilities Plans (not more than once per jurisdiction every 5 years)
- Projects identified in a recent (within 5 years) comprehensive local bicycle or pedestrian plan, community plan or specific plan, vision zero or safety plan
- Quick-Build (also known as interim capital infrastructure) projects
- Capital purchases for maintenance of Class I or Class IV facilities (compact sweeping machine, blower, etc)
- Annual TDA Article 3 Audits (Only in fiscal years funds are disbursed. Can be part of annual audit program, but must comply with additional TDA-3 requirements.
- Audits may be submitted electronically to: tda@bayareametro.gov.
- For TDA-3 audit instructions, contact MTC at the email above

TDA Article 3 funds may not be used to fully fund the salary of any one person working on these programs.

Active Transportation Advisory Committee Requirement

Cities and counties may not receive TDA Article 3 funds for projects unless the jurisdiction has established an Active Transportation Advisory Committee (ATAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Policies and Procedures, Resolution 4108. For Napa County, the NVTa Active Transportation Advisory Committee fulfills this requirement.

Note that for those jurisdictions with a local Active Transportation Advisory Committee, the approval of that committee is also required.

Recent TDA-3 Project Examples in Napa County

Project Name	Sponsor	TDA-3 Funds	Total Project \$
Lincoln Ave. Crosswalk at Brannon with Flashing Beacon	Calistoga	\$150,000	\$440,000
Logvy Park Sidewalk Connection	Calistoga	\$150,000	\$455,000
Eucalyptus Dr. Sidewalk Gap Closure	American Canyon	\$102,745	\$210,000
Washington Park ADA Improvements	Yountville	\$160,000	\$185,000

Project Selection Process

The project selection process is as follows:

- NVTa staff will review prospective projects for eligibility based on TDA-3 requirements, and conduct a preliminary evaluation of cost-effectiveness, project readiness, potential to reduce serious/fatal collisions, and increase active transportation use. Staff will present their findings to the NVTa Active Transportation Advisory Committee (ATAC) which will serve as the initial selection and prioritization committee pursuant to MTC Resolution 4108.
- The ATAC recommendations will be forwarded to the NVTa Technical Advisory Committee (TAC) for their review and recommendation.
- The recommendation from both Committees will be forwarded to the NVTa Board for their decision.

TDA-3 Project Selection Criteria for Napa County

For All Applications:

- The project provides a gap closure, connecting two or more existing facilities.
Note that this criteria does not apply to Quick Build safety projects.

- The project is listed in the jurisdiction's adopted Bicycle or Pedestrian Plan, Local Roadway Safety Plan, the Countywide Vision Zero Plan, Safe Routes to School Plan, and/or related traffic safety or traffic calming program.

Preference will be given to projects that meet the following criteria:

- provides a safe route to school and/or transit area located at or along an identified High Injury Network intersection or corridor
- provide additional local matching funds (not required)

While this call for projects includes the full 3-year funding cycle for the TDA-3 program, NVTa intends to prioritize applications for Quick Build projects for the first round of funding (approximately \$220,000). Applicants with eligible Quick Build projects are advised to consult Caltrans guidelines for such projects.¹

Additional screening criteria for Quick Build projects include:

- Limit of \$50,000 per individual project
- Jurisdiction commitment to complete the project within 270 days

Application Instructions:

TDA-3 project applications for FY 2024-25 through FY 2026-27 must be submitted to NVTa no later than 5:00 pm on Friday, May 31st. Applications may be emailed to Diana Meehan at dmeehan@nvta.ca.gov

Applications must include:

- MTC project application (attached)
- Resolution of local support following MTC requirements (attached)
- An 8.5x11 map of the project area and extent of any proposed project or program improvements, shall be included with the application.
- Provide representative photographs of the project area. For funded projects, sponsors will be required to provide photos of the completed project.

¹ <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/cy6/cy-6-finalquickbuild-supplementalguidance-v2.pdf>

What Happens After Submission of the TDA-3 application?

After applications are submitted to NVTA the evaluation process will begin. NVTA plans on the following action timeline:

ITEM	DATE
Board Approval – Issue Call For Projects	April 17, 2024
TDA-3 Applications - due to NVTA by 5:00 PM	May 31, 2024
Draft Program Review by ATAC	June 17, 2024
Draft Program Review by TAC	July 11, 2024
Board Approval – Program of Projects	July 17, 2024

Contact Information

Napa County TDA-3 Program Manager:

Diana Meehan

625 Burnell Street

Napa, CA 94559

Phone: (707) 259-8327

dmeehan@nvta.ca.gov

NVTA Main Office

625 Burnell Street

Napa, CA 94559

Phone: (707) 259-8631

Fax: (707) 259-8638

www.nvta.ca.gov

Metropolitan Transportation Commission

375 Beale St., Suite 800

San Francisco, CA 94105

Luis Garcia

Transit Operations Funding Coordinator

MTC, Funding Policy and Programs

Phone: (415) 778-6616

lgarcia@bayareametro.gov

ATTACHMENT 1b

TAC Item 9.2

July 11, 2024

Date: June 26, 2013

W.I.: 1514

Referred By: PAC

Revised: 02/24/16-C

12/16/20-C

03/27/24-C

ABSTRACT

Resolution No. 4108, Revised

This resolution establishes policies and procedures for the submission of claims for Article 3 funding for pedestrian and bicycle facilities as required by the Transportation Development Act in Public Utilities Code (PUC) Section 99401.(a). Funding for pedestrian and bicycle projects is established by PUC Section 99233.3.

This resolution supersedes MTC Resolution No. 875, Revised commencing with the FY2014-15 funding cycle.

This resolution was revised on February 24, 2016 to make pedestrian safety education projects eligible for funding, in accordance with recent state law changes.

This resolution was revised on December 16, 2020 to add quick builds and separated bikeways as eligible project types and make other minor updates.

This resolution was revised on March 27, 2024 to add maintenance equipment capital purchases as an eligible project type, include the procedure for time extension on projects, and other minor updates.

Further discussion of these procedures and criteria are contained in the Programming and Allocations Summary Sheet dated June 12, 2013, February 10, 2016, December 9, 2020, and March 13, 2024.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

RE: Transportation Development Act, Article 3. Pedestrian and Bicycle Projects.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4108

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., requires the Transportation Planning Agency to adopt rules and regulations delineating procedures for the submission of claims for funding for pedestrian and bicycle facilities (Article 3, PUC Section 99233.3); state criteria by which the claims will be analyzed and evaluated (PUC Section 99401(a); and to prepare a priority list for funding the construction of pedestrian and bicycle facilities (PUC Section 99234(b)); and

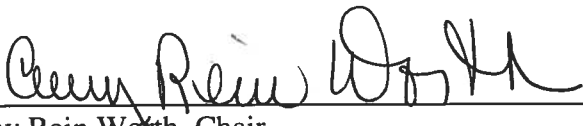
WHEREAS, the Metropolitan Transportation Commission (MTC), as the Transportation Planning Agency for the San Francisco Bay Region, adopted MTC Resolution No. 875 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for Article 3 funding for pedestrian and bicycle facilities; and

WHEREAS, MTC desires to update these procedures and criteria commencing with the FY2014-15 funding cycle, now therefore be it

RESOLVED, that MTC adopts its policies and procedures for TDA funding for pedestrian and bicycle facilities described in Attachment A ; and be it further

RESOLVED, that the prior policy governing allocation of funds contained in Resolution No. 875 is superseded by this resolution, effective with the FY 2014-15 funding cycle.

METROPOLITAN TRANSPORTATION COMMISSION



Amy Rein Worth, Chair

The above resolution was approved by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 26, 2013.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC
Revised: 02/24/16-C 12/16/20-C
03/27/24-C

Attachment A
Resolution No. 4108
Page 1 of 7

TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3,
PEDESTRIAN/BICYCLE PROJECTS
Policies and Procedures

Eligible Claimants

The Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available in the nine-county Metropolitan Transportation Commission (MTC) Region for the exclusive use of pedestrian and bicycle projects. MTC makes annual allocations of TDA Article 3 funds to eligible claimants after review of applications submitted by county coordinator which may be the county, County Transportation Agency (CTA) or Congestion Management Agency (CMA) of the county.

All cities and counties in the nine counties in the MTC region are eligible to claim funds under TDA Article 3. Joint powers agencies composed of cities and/or counties are also eligible provided their JPA agreement allows it to claim TDA funds.

Application

1. The county coordinator will be responsible for developing a program of projects not more than annually, which they initiate by contacting the county and all cities and joint powers agencies within their jurisdiction and encouraging submission of project applications.
2. Claimants will send one or more copies of project applications to the county coordinator (see "Priority Setting" below).
3. A project is eligible for funding if:
 - a. The project sponsor submits a resolution of its governing board that addresses the following six points:
 1. There are no legal impediments regarding the project.
 2. Jurisdictional or agency staffing resources are adequate to complete the project.
 3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
 4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.

5. Adequate local funding is available to complete the project.
 6. The project has been conceptually reviewed to the point that all contingent issues have been considered.
- b. The funding requested is for one or more of the following purposes:
1. Construction and/or engineering of a bicycle or pedestrian capital or quick build projects.
 2. Maintenance of a Class I shared-use path and Class IV separated bikeways.
 3. Bicycle and/or pedestrian safety education program (no more than 5% of county total).
 4. Development of a comprehensive bicycle or pedestrian facilities plan(s) (allocations to a claimant for this purpose may not be made more than once every five years).
 5. Restriping Class II bicycle lanes and buffered bicycle lanes.
 6. Purchase of maintenance equipment for exclusive use on Class I and/or Class IV facilities.
- Refer to Appendix A for examples of eligible projects.
- c. The claimant is eligible to claim TDA Article 3 funds under Sections 99233.3 or 99234 of the Public Utilities Code.
- d. If it is a Class I, II, III, or IV bikeway project, it must meet the mandatory minimum safety design criteria published in [Chapter 1000 of the California Highway Design Manual](#) (Available via Caltrans website); or if it is a pedestrian facility, it must meet the mandatory minimum safety design criteria published in [Chapter 100 of the California Highway Design Manual](#). Funds may not be used for Class III projects on arterials or streets with posted speed limits above 25 mph.
- e. The project is ready to implement and can be completed within the three-year eligibility period.
- f. If the project includes construction, that it meets the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor submits an environmental document that has been stamped by the County Clerk within the past three years.
- g. A jurisdiction agrees to maintain the facility. If the project is a quick build project, the jurisdiction agrees to maintain the project until permanent improvements are implemented. If the project is removed before such time, justification shall be provided to MTC.
- h. The project is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.

Priority Setting

1. The county coordinator shall create a process for establishing project priorities in order to prepare an annual list of projects being recommended for funding.
2. Each county and city is required to have a Bicycle and Pedestrian Advisory Committee (BPAC) or equivalent body review and prioritize TDA Article 3 bicycle and pedestrian projects and to participate in the development and review of comprehensive bicycle pedestrian, or active transportation plans. BPACs should be composed of both bicyclists and pedestrians.

A city BPAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council. The City or Town Manager will designate staff to provide administrative and technical support to the Committee.

An agency can apply to MTC for exemption from the city BPAC requirement if they can demonstrate that the countywide BPAC provides for expanded city representation.

A countywide BPAC shall be composed of at least 5 members who live or work in the county. More members may be added as desired. The countywide agency will appoint BPAC members. The county or congestion management agency executive/administrator will designate staff to provide administration and technical support to the Committee.

3. All proposed projects shall be submitted to the county coordinator for evaluation/prioritization. Consistent with the county process, the Board of the county coordinator will adopt the countywide list and forward it to MTC for approval, along with the record of BPAC review.
4. The county coordinator will forward to MTC a copy of the following:
 - a) Applications for the recommended projects, including a governing body resolution, stamped environmental document, and map for each, as well as a cover letter stating the total amount of money being claimed; and confirmation that each project meets Caltrans' minimum safety design criteria and can be completed before the allocation expires.
 - b) The complete priority list of projects with an electronic version to facilitate grant processing.
 - c) A resolution of the county coordinator approving the priority list and authorizing the claim.

MTC Staff Evaluation

MTC Staff will review the list of projects submitted by each county. If a recommended project is eligible for funding, falls within the overall TDA Article 3 fund estimate level for that county, and has a completed application, staff will recommend that funds be allocated to the project.

Allocation

The Commission will approve the allocation of funds for the recommended projects. The County Auditor will be notified by allocation instructions to reserve funds for the approved projects. Claimants will be sent copies of the allocation instructions and funds should be invoiced in accordance with the “Disbursement” section below.

Eligible Expenditures

Eligible expenditures may be incurred from the start of the fiscal year of award plus two additional fiscal years. Allocations expire at the end of third fiscal year following allocation. For example, if funds are allocated to a project in October 2021, a claimant may be reimbursed for eligible expenses that were incurred on or after July 1, 2021. The allocation expires on June 30, 2024 and all eligible expenses must be incurred before this date. All disbursement requests should be submitted by August 31, 2024.

Disbursement

1. The claimant shall submit to MTC the following, no later than two months after the grant expiration date:
 - a) A copy of the allocation instructions along with a dated cover letter referring to the project by name, dollar amount and allocation instruction number and the request for a disbursement of funds;
 - b) Documents showing that costs have been incurred during the period of time covered by the allocation.
 - c) With the final invoice, the claimant shall submit a one paragraph summary of work completed with the allocated funds and photos of the project before and after completion. This information may be included in the cover letter identified in bullet “a” above and is required before final disbursement is made.

Reimbursement requests should be emailed to acctpay@bayareametro.gov.

2. MTC will approve the disbursement and, if the disbursement request was received in a timely fashion and the allocation instruction has not expired, been totally drawn down nor been rescinded, issue an authorization to the County Auditor to disburse funds to the claimant.

Rescissions and Expired Allocations

Funds will be allocated to claimants for specific projects, so transfers of funds to other projects sponsored by the same claimant may not be made. If a claimant has to abandon a project or cannot complete it within the time allowed, it should ask the county or congestion management agency to request that MTC rescind the allocation. Rescission requests may be submitted to and acted upon by MTC at any time during the year. Rescinded funds will be returned to the county's apportionment.

Allocations that expire without being fully disbursed will be disencumbered in the fiscal year following expiration. The funds will be returned to county's apportionment and will be available for allocation.

Time Extensions

If a project cannot be completed within the time allowed, a claimant may request an extension through the county coordinator. County coordinators will coordinate time extensions with claimants by requesting a written status update of the given project and a summary of all expenditures to date. County coordinators will submit a list of extension requests with status update and summary materials to MTC no later than March 31th of the given year. MTC staff will review the list of extension requests and recommend extensions for the project.

Fiscal Audit

All claimants that have received a disbursement of TDA funds are required to submit an annual certified fiscal and compliance audit for that fiscal year to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not disbursed (that is, reimbursed by MTC) during a given fiscal year. Reimbursement may cover eligible expenditures from a previous fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations will be made.

TDA Article 3 funds may be used to pay for the fiscal audit required for this funding.

Appendix A: Examples of Eligible Projects

Below are some examples of eligible projects. If you have questions about whether a proposed project is eligible for funding, please contact the MTC Program Coordinator.

1. Projects that eliminate or improve an identified problem area (specific safety hazards such as high-traffic narrow roadways or barriers to travel) on routes that would otherwise provide relatively safe and direct bicycle or pedestrian travel use. For example, restriping or parking removal to provide space for bicycles; a bicycle/pedestrian bridge across a stream or railroad tracks on an otherwise useful route; a segment of multi-purpose path to divert young bicyclists from a high traffic arterial; a multi-purpose path to provide safe access to a school or other activity center; replacement of substandard grates or culverts; adjustment of traffic-actuated signals to make them bicycle sensitive. Projects based on NACTO (National Association of City Transportation Officials) guidance or similar best practices guidance.
2. Roadway improvements or construction of a continuous interconnected route to provide reasonably direct access to activity centers (employment, educational, cultural, recreational) where access did not previously exist or was hazardous. For example, development of multi-purpose paths on continuous rights-of-way with few intersections (such as abandoned railroad rights-of-way) which lead to activity centers; an appropriate combination of shared-use paths (Class I), bike lanes (Class II), Class III, or separated bikeways (Class IV)
3. Secure bicycle parking facilities, especially in high use activity areas, at transit terminals, and at park-and-ride lots. Desirable facilities include lockers, sheltered and guarded check-in areas; self-locking sheltered racks that eliminate the need to carry a chain and racks that accept U-shaped locks.
4. Other provisions that facilitate bicycle/transit trips and walk/transit. For example, bike racks on buses, paratransit/trailer combinations, and bicycle loan or check-in facilities at transit terminals, bus stop improvements, wayfinding signage.
5. Maintenance of multiple purpose pathways that are closed to motorized traffic or for the purposes of restriping Class II bicycle lanes (provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county's total TDA Article 3 allocation).
6. Funds may be used for construction and plans, specification, and estimates (PS&E) phases of work. Funds may be used for quick build projects. Quick build projects are interim capital improvements that are built with durable, low to moderate cost material to immediately address pedestrian and bicycle needs until capital upgrades are possible. Project level environmental, planning, and right-of-way phases are not eligible uses of funds.

7. Projects that enhance or encourage bicycle or pedestrian commutes, including Safe Routes to Schools projects.
8. Projects that address bicycle and pedestrian safety such as those in the [Local Roadway Safety Manual](#). Intersection safety improvements including protected intersections, bulb-outs/curb extensions, transit stop extensions, installation of pedestrian countdown or accessible pedestrian signals, or pedestrian signal timing adjustments. Striping high-visibility crosswalks or advanced stop-back lines, where warranted.
9. Purchase and installation of pedestrian traffic control devices, such as High-intensity Activated crossWalK (HAWK) beacons, rectangular rapid flashing beacons (RRFB), or pedestrian safety “refuge” islands, where warranted.
10. The project may be part of a larger roadway improvement project as long as the funds are used only for the bicycle and/or pedestrian component of the larger project.
11. Bicycle and Pedestrian Safety Education Programs. Up to five percent of a county's Article 3 fund may be expended to supplement monies from other sources to fund public bicycle and pedestrian safety education programs and staffing.
12. Comprehensive Bicycle and Pedestrian Facilities Plan. Funds may be allocated for these plans (emphasis should be for accommodation of bicycle and walking commuters rather than recreational uses). A city or county may not receive allocations for these plans more than once every five years. Environmental documentation and approval necessary for plan adoption is an eligible expense.

FY 2024-25 FUND ESTIMATE TRANSPORTATION DEVELOPMENT ACT FUNDS NAPA COUNTY					<i>Attachment A</i> <i>Res No. 4629</i> <i>Page 5 of 19</i> <i>2/28/2024</i>					
FY2023-24 TDA Revenue Estimate					FY2024-25 TDA Revenue Estimate					
<i>FY2023-24 Generation Estimate Adjustment</i>					<i>FY2024-25 County Auditor's Generation Estimate</i>					
1. Original County Auditor Estimate (Feb, 23)			12,368,198		13. County Auditor Estimate				12,490,999	
2. Revised Estimate (Feb, 24)			12,246,077		<i>FY2024-25 Planning and Administration Charges</i>					
3. Revenue Adjustment (Lines 2-1)			-122,121		14. MTC Administration (0.5% of Line 13)			62,455		
<i>FY2023-24 Planning and Administration Charges Adjustment</i>					15. County Administration (0.5% of Line 13)			62,455		
4. MTC Administration (0.5% of Line 3)			(611)		16. MTC Planning (3.0% of Line 13)			374,730		
5. County Administration (Up to 0.5% of Line 3) ⁴			(611)		17. Total Charges (Lines 14+15+16)				499,640	
6. MTC Planning (3.0% of Line 3)			(3,664)		18. TDA Generations Less Charges (Lines 13-17)				11,991,359	
7. Total Charges (Lines 4+5+6)			(4,886)		<i>FY2024-25 TDA Apportionment By Article</i>					
8. Adjusted Generations Less Charges (Lines 3-7)			(117,235)		19. Article 3.0 (2.0% of Line 18)			239,827		
<i>FY2023-24 TDA Adjustment By Article</i>					20. Funds Remaining (Lines 18-19)				11,751,532	
9. Article 3 Adjustment (2.0% of line 8)			(2,345)		21. Article 4.5 (5.0% of Line 20)			587,577		
10. Funds Remaining (Lines 8-9)			(114,890)		22. TDA Article 4 (Lines 20-21)				11,163,955	
11. Article 4.5 Adjustment (5.0% of Line 10)			(5,745)							
12. Article 4 Adjustment (Lines 10-11)			(109,145)							
TDA APPORTIONMENT BY JURISDICTION										
Column	A	B	C=Sum(A:B)	D	E	F	G	H=Sum(C:G)	I	J=Sum(H:I)
	6/30/2023	FY2022-23	6/30/2023	FY2022-24	FY2023-24	FY2023-24	FY2023-24	6/30/2024	FY2024-25	FY2024-25
Apportionment Jurisdictions	Balance (w/o interest)	Interest	Balance (w/ interest)¹	Outstanding Commitments²	Transfers/ Refunds	Original Estimate	Revenue Adjustment	Projected Carryover	Revenue Estimate	Available for Allocation
Article 3	491,987	5,626	497,613	(510,000)	0	237,469	(2,345)	222,737	239,827	462,564
Article 4.5	274,592	3,502	278,094	(846,730)	0	581,800	(5,745)	7,419	587,577	594,996
SUBTOTAL	766,580	9,128	775,707	(1,356,730)	0	819,269	(8,090)	230,156	827,404	1,057,560
Article 4/8										
NVTA ³	4,409,722	42,412	4,452,134	(10,931,965)	0	11,054,201	(109,145)	4,465,225	11,163,955	15,629,180
SUBTOTAL	4,409,722	42,412	4,452,134	(10,931,965)	0	11,054,201	(109,145)	4,465,225	11,163,955	15,629,180
GRAND TOTAL	\$5,176,302	\$51,540	\$5,227,841	(\$12,288,695)	\$0	\$11,873,470	(\$117,235)	\$4,695,381	\$11,991,359	\$16,686,740

1. Balance as of 6/30/23 is from the MTC FY2022-23 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.

2. The outstanding commitments figure includes all unpaid allocations as of 6/30/23, and FY2022-23 allocations as of 1/31/24.

3. NVTA is authorized to claim 100% of the apportionment to Napa County.

Transportation Development Act Article 3 Funds
Bicycle and Pedestrian Projects

Instructions for the Use of the Model Governing Body Resolution by Claimants

(A model resolution follows these instructions)

The model resolution contains four parts:

1. Abstract of the purpose of the resolution (optional)
2. Body of the Resolution
3. Attachment A to the Resolution – Required Findings
4. Attachment B to the Resolution – MTC Application Form

All TDA Article 3 claimants should use this model resolution since it includes proper wording for findings to be made by the claimant.

One resolution may be used for requesting allocations for multiple projects.

A claimant may reformat the resolution for administrative purposes, but any wording changes should be approved by MTC in advance.

Attachment A, the “Findings,” must be included as part of the resolution. If you have questions about revising any of the text in the resolution or in Attachment A, or altering any of the findings, please contact MTC for prior approval.

For attachment B – local Congestion Management agency or county-approved forms may be used in lieu of MTC’s standard format if basic identifying information about the project and the project sponsor is included. A separate “Project Application” form must be used for each project. If the claim covers multiple projects, the multiple claim forms still constitute only one Attachment B. In other words, Attachment B can be one to “n” number of claim forms, and the total number of pages of Attachment B is the total number of pages of all of the claim forms (including any accompanying pages).

Where you see **INSERT NUMBER**, insert – in black type – the number you assign to the resolution.

Where you see **INSERT NAME OF CLAIMANT**, insert – in upper and lower case black type – the official name of the city or county (e.g., “the City of Oakland,” “the County of Solano”).

Where you see **INSERT NAME OF COUNTY**, insert – in upper and lower case black type – the name of the county from which the claim is being submitted (e.g., “Napa County”).

Resolution No. **INSERT NUMBER**

Abstract [Optional]

This resolution approves the request to the Metropolitan Transportation Commission by the **INSERT NAME OF CLAIMANT** for an allocation of Transportation Development Act Article 3 Pedestrian and Bicycle Project funding for fiscal year **INSERT FISCAL YEAR**.

Re: Request to the Metropolitan Transportation Commission for the allocation of fiscal year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle project funding

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the **INSERT NAME OF CLAIMANT** desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the **INSERT NAME OF CLAIMANT** to carry out the project; and furthermore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of **INSERT NAME OF COUNTY** for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

The **INSERT NAME OF CLAIMANT** adopted this resolution on **INSERT DATE**.

AYES:

NAYS:

Certified to by (signature): _____

TYPE NAME OF CERTIFYING INDIVIDUAL HERE

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

Page 1 of 1

1. That the **INSERT NAME OF CLAIMANT** is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the **INSERT NAME OF CLAIMANT** legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That the **INSERT NAME OF CLAIMANT** has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the **INSERT NAME OF CLAIMANT** within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
11. That the **INSERT NAME OF CLAIMANT** agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Attachment B**TDA Article 3 Project Application Form**

1. Agency	City of Calistoga		
2. Primary Contact	Derek Rayner, Public Works Director		
3. Mailing Address	414 Washington Street, Calistoga, CA 94515		
4. Email Address	drayner@ci.calistoga.ca.us	5. Phone Number	707-942-2828
6. Secondary Contact	David Fradelizio, Associate Civil Engineer		
7. Mailing address (if different)	N/A		
8. Email Address	dfradelizio@ci.calistoga.ca.us	9. Phone Number	707-339-3938
10. Send allocation instructions to (if different from above):	N/A		
11. Project Title	Oak St Pedestrian Bridge and Community Facilities Access Improvement		
12. Amount requested	\$150,000	13. Fiscal Year of Claim	2024-2025

14. Description of Overall Project:

The Project will construct an off-street Class I Multi-Use Path connecting South Oak Street and North Oak Street and enhance pedestrian facilities along Cedar Street to extend the reach of the pedestrian bridge. In total, the Project will construct 210 feet of multi-use path, 600 feet of sidewalk, and 6 curb ramps.

The proposed pedestrian bridge will consist of 189 feet of multi-use path that spans across the Napa River. The Project targets deficiencies in the City's active transportation network, where cyclists currently share the road with motorized vehicles along Berry Street and Lincoln Avenue, the City's primary routes across the Napa River. By providing a safer crossing over the Napa River, the Project will enhance bicycle and pedestrian access for students, families, and seniors to schools, community centers, parks, religious institutions, and residential single- and multi-family.

The Project will close 600 feet of sidewalk gaps and install 6 Americans with Disabilities Act (ADA) compliant curb ramps along Oak Street and Cedar Street to extend the reach of the pedestrian bridge and provide dedicated walking facilities. These improvements will provide separation between vehicles and pedestrians, establishing a safe pathway for students traveling by bike or foot to Calistoga Elementary School and Calistoga Junior/High School. The project is within 0.15 mile from Calistoga Elementary School and 0.5 mile to the Calistoga Junior/High School.

The Project addresses a significant gap in Calistoga's active transportation network by enhancing connectivity over the Napa River, which currently serves as a barrier between the north and south areas of the community. The residents and students living on the south side of the River have limited options for connecting to public facilities on the north side of the River, such as the Calistoga Junior-Senior High School, Logvy Park, Calistoga Community Pool, Boys & Girls Club, and the County Fairgrounds. Similarly, students and families living north of the river have limited access to Calistoga Elementary School, the only K-8 school in the City. The Project will provide a significant reduction in time and improve walkability to access the following facilities and amenities located within a ½ mile from the project area.

1. Logvy Park
2. Calistoga Community Pool
3. Calistoga Art Center
4. Sattui Preschool
5. Mt St Helena Golf Course
6. Boys and Girls Club
7. Calistoga Fairgrounds
8. Calistoga Elementary School
9. Calistoga Junior/High School
10. Logvy Softball Field

The Project is designated as a Proposed Safe Routes to School under the City's 2014 Active Transportation Plan and 2020 Walk Audit Report. Over 721 residences would directly benefit by gaining shortened walking or biking paths to Calistoga Junior-Senior High School and Calistoga Elementary School, avoiding longer routes via Berry Street, Highway 29, and the Heather Oaks Park bridge.

The Project will also extend access across the City for senior residents of the Rancho de Calistoga mobile home park. Currently, senior residents have direct access to neighborhoods south of the City via an existing Class I Multi Use Path along Cedar St. The Project will extend the reach to the north side and avoid a longer commute along Berry Street.

15. Project Scope Proposed for Funding: (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Task 1 - Overall Project Management. The City will manage the consultant in the execution of all tasks. This includes budget management and tracking and updating the project schedule to prioritize task deliverables critical to project implementation.

Task 2 - Hire Consultant to Prepare Construction Plans, Specifications and Estimate; and to Obtain Regulatory Permits. The City will issue a request for proposals to qualified professionals to prepare construction plans, specifications and estimate and to obtain regulatory permits. The City will enter into a contract for services with the selected consultant.

Task 3 - Project Coordination. The consultant will provide ongoing coordination and communication with the project team to organize and facilitate project deliverables. Consultant will schedule and lead progress meetings to summarize completed work, next steps, and adapt to changing project conditions, as required.

Task 4 - Prepare Construction Plans, Specifications and Cost Estimate. Consultant will prepare complete construction bid documents including design drawings, technical specifications and estimate of construction costs for the Project. The Project documents will include structural design sheets, structural calculations, tree removals, construction of the bridge abutments, placement of the bridge, and native plant revegetation, civil/site features, and ramps.

16. Project Location: A map of the project location is attached or a link to a online map of the project location is provided below:

Project Map Attached to Application.

Project Relation to Regional Policies (for information only)

17. Is the project in an [Equity Priority Community](#)? Yes ☒ No ☐

18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)? Yes ☐ No ☒

19. Project Budget and Schedule

Project Phase	TDA 3	Other Funds	Total Cost	Estimated Complete (month/year)
Bike/Ped Plan				
ENV				
PA&ED		165,000		
PS&E	150,000	120,000		
ROW		285,000		
CON		1,302,950		
Total Cost	150,000	1,587,950	1,737,950	7/1

Project Eligibility

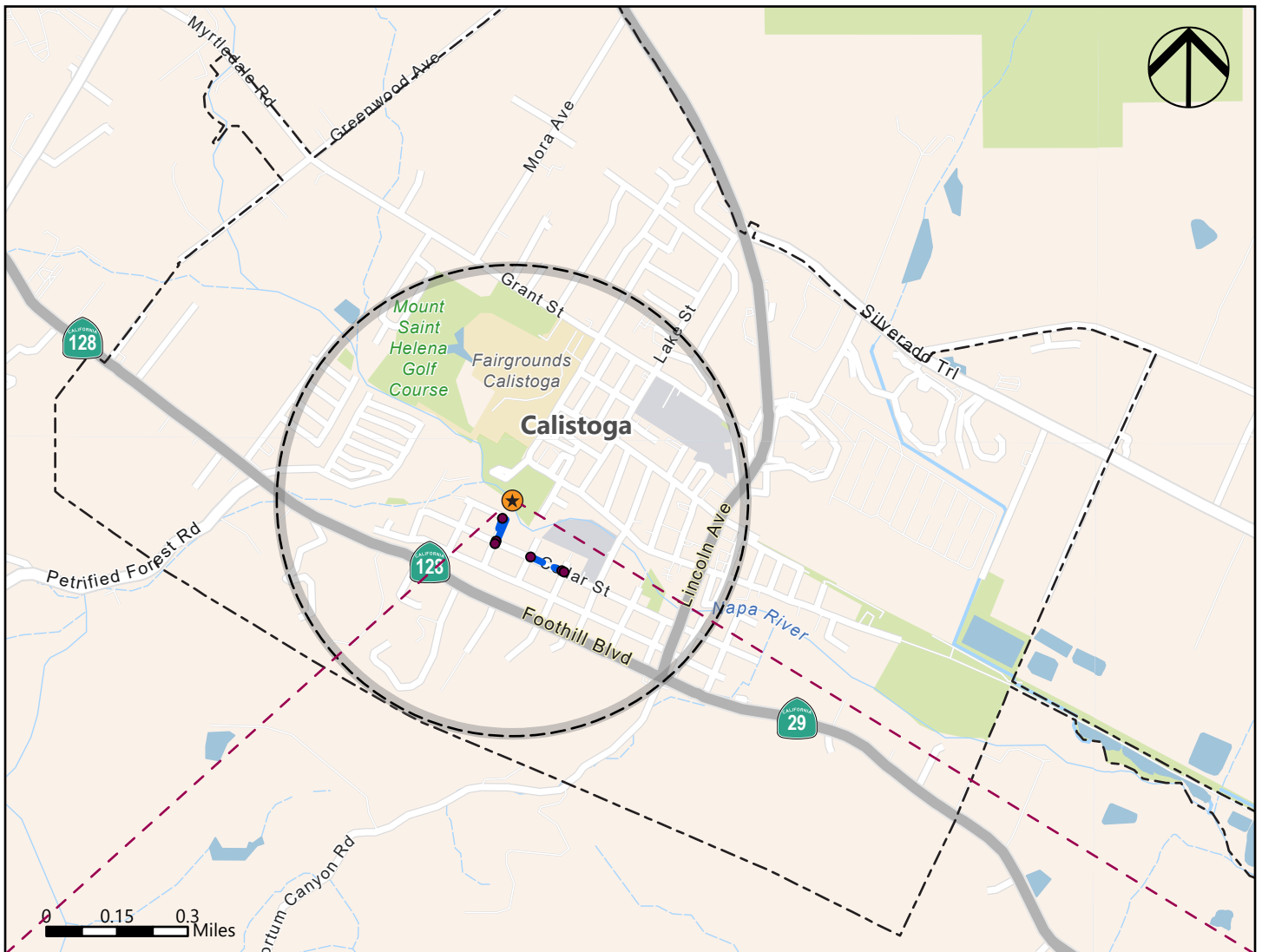
A. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes ☒ No ☐

If "YES," identify the date and provide a copy or link to the agenda.

See attached Resolutions dated September 15, 2020 and December 5, 2023.

If "NO," provide an explanation).

- B.** Has the project been approved by the claimant's governing body? Yes ☒ No ☐
If "NO," provide expected date: _____
- C.** Has this project previously received TDA Article 3 funding? Yes ☐ No ☒
(If "YES," provide an explanation on a separate page)
- D.** For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to [Chapter 1000 of the California Highway Design Manual](#)? Yes ☒ No ☐
- E. 1.** Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Existing Facility? Yes ☐ No ☒
- 2.** If "NO" above, is the project is exempt from CEQA for another reason? Yes ☒ No ☐
Cite the basis for the exemption.
CEQA Statute Section 21080.25(b)(1): Pedestrian and bicycle facilities that improve safety, access, or mobility, including new facilities within the public right-of-way
N/A ☐
If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate.
- F.** Estimated Completion Date of project (month and year): July 2029
- G.** Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement. Yes ☒ No ☐
- H.** Is a Complete Streets Checklist required for this project ? Yes ☐ No ☒
If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>



City of Calistoga

Location Map

Oak St Pedestrian Bridge and
Community Facilities Access Improvement



LEGEND

- Project Location
- City Limits
- 1/2 Mile Radius
- Proposed Curb Ramp
- Proposed Sidewalk Gap Closure
- Proposed Bridge
- Alternative Crossing Location

RESOLUTION NO. 2020-078

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA,
STATE OF CALIFORNIA, ACCEPTING THE FINDINGS OF THE “FEASIBILITY STUDY FOR
A PEDESTRIAN BRIDGE OVER THE NAPA RIVER AT OAK STREET AND GOLD STREET”**

WHEREAS, The City desires to Create an environmentally sustainable community; and

WHEREAS, The City desires to Promote Calistoga as a walking-and-cycling-friendly City and implement complete streets policy to improve non-motorized means of transportation; and

WHEREAS, the City desires to create a new pedestrian and bicycle crossing over the Napa River to provide for a shorter access from the neighborhood on the south east side of the City to the City’s critical public facilities; and

WHEREAS, the City Council has directed Staff to complete an alternative analysis for pedestrian river crossing at South Oak or Gold Streets; and

WHEREAS, City applied and received a Community Development Block Grant to fund the Feasibility Study; and

WHEREAS, in January 2020 the City entered into an agreement with RSA+ to complete a Feasibility Study to provide a Napa River pedestrian/bicycle crossing, and evaluate two potential locations: Oak Street and Gold Street; and

WHEREAS, the Feasibility Study compared the two sites in eight following categories: property constraints, environmental constraints, neighborhood compatibility, use and utilization, off-site infrastructure, constructability, project cost, and potential for grant funding; and

WHEREAS, the Feasibility Study concluded that the proposed bridge site connecting South Oak Street to Logvy Park best satisfies these eight criteria and, this bridge would require less infrastructure to be built, would be less disruptive to the neighborhood, and be easier to construct.

NOW, THEREFORE, BE RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CALISTOGA DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

- 1.) The City Council hereby accept the findings of the Feasibility Study for a Pedestrian Bridge over the Napa River at Oak Street and Gold Street.
- 2.) Authorize staff to upon receiving the CDBG grant begin environmental and preliminary design phases for the new bike and pedestrian crossing bridge over the Napa River at Oak Street.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at its regular meeting held this 15th day of September 2020.

I, Hilary Gaede, Deputy City Clerk of the City of Calistoga, hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Calistoga at a regular meeting held on the 15st day of September 2020, by the following vote:

AYES:

NOES:


ABSTAIN:

ABSENT:

ATTEST:


Hilary Gaede, Deputy City Clerk

APPROVED:


Chris Canning, Mayor

RESOLUTION NO. 2023-80

ADOPTED DECEMBER 5, 2023

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO AWARD A CONSULTANT SERVICES AGREEMENT TO MARK THOMAS TO PROVIDE ENGINEERING, ENVIRONMENTAL, AND PERMITTING SERVICES FOR THE SOUTH OAK STREET PEDESTRIAN BRIDGE PROJECT AND APPROVE A BUDGET ADJUSTMENT NOT TO EXCEED \$149,997 TO FISCAL YEAR 2023-24 CAPITAL BUDGET

WHEREAS, on September 15, 2020, the City Council adopted Resolution No. 2020-078, accepting the findings of the feasibility study for a pedestrian bridge over the Napa River at Oak Street and Gold Street. The feasibility study prepared by RSA+ and supported by Staff and the Active Transportation Advisory Committee (ATAC) found South Oak Street to be the more feasible location for the proposed pedestrian bridge crossing; and

WHEREAS, between May 2020 and April 2021, Staff applied for and received a notice of award in the maximum amount allowed, \$150,000 for a Community Development Block Grant (CDBG) to fund the environmental and design phases of the project; and

WHEREAS, in November 2021, City Staff posted a request for proposals for the environmental and design phases of the project. We only received two proposals after extending the submittal a month later, and after staff reviewed both proposals, the review panel selected Mark Thomas. Unfortunately, both proposals we received were significantly above the feasibility study estimate of \$225,000 and both exceeded \$520,000 dollars; and

WHEREAS, the CDBG grant funding of \$150,000 covers less than 30% of the design and permitting costs and is set to expire by April 2nd, 2024. Staff has negotiated with Mark Thomas to complete 30% level designs along with several environmental and initial permitting tasks required for the project that would utilize the \$150,000 before the grant performance date. Part of Mark Thomas' proposed scope is to search and apply for additional grant funding to complete the remaining environmental and design tasks and potentially assist with construction costs; and

WHEREAS, in order to expedite the use of the grant funds (\$150,000), the City Manager executed Purchase Order No. 23-24 120 on October 20, 2023, in the amount of \$30,000; and

WHEREAS, the budget adjustment necessary to complete the 30% level designs, initial environmental/permitting, and additional grant application tasks is \$150,000 which is within the awarded CDBG grant amount of \$150,000 and there is no local match requirement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALISTOGA DOES HEREBY find the following:

1. Authorizes the City Manager to Award a Consultant Services Agreement to Mark Thomas to provide engineering, environmental, and permitting services for the South Oak Street Pedestrian Bridge Project, in amount not to exceed \$149,997.
2. Approves a budget adjustment in an amount not to exceed \$149,997 to fiscal year 2023-24 Capital Budget.

PASSED, APPROVED AND ADOPTED this 5th day of December, 2023. I, **YUDIANA GALVAN, CITY CLERK OF THE CITY OF CALISTOGA, HEREBY CERTIFY** the foregoing resolution was introduced and passed at a regular meeting of the Calistoga City Council by the following vote:

AYES: Mayor Williams, Vice Mayor Lopez-Ortega and Councilmembers Eisenberg and Cooper

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:


Yudiana Galvan, City Clerk


Donald Williams, Mayor

Site Photos



Figure 1. Napa River Crossing Location

City of Calistoga
TDA Article 3 Project Application
Oak St Pedestrian Bridge and Community Facilities Access Improvement Project



Figure 2. North Abutment Location



Figure 3. South Abutment Location

City of Calistoga
TDA Article 3 Project Application
Oak St Pedestrian Bridge and Community Facilities Access Improvement Project



Figure 4. Cedar Street - Lack of Curb Ramp and Missing Sidewalk



Figure 5. Oak Street - Lack of Curb Ramp and Missing Sidewalk

RESOLUTION No. 2024 –

ATTACHMENT B

TDA ARTICLE 3 PROJECT APPLICATION FORM

1. Agency	City of St Helena		
2. Primary Contact	Mario Traverso		
3. Mailing Address	1088 College Avenue, St. Helena, CA, 94574		
4. Email Address	mtraverso@cityofsthelena.org	5. Phone Number	1(707)204-9084
6. Secondary Contact (in the event primary is not available)	Jose Calderon 1(707)312-1280 jcalderon@cityofsthelena.org		
7. Mailing address (if different) N/A <input checked="" type="checkbox"/>			
8. Email Address	jcalderon@cityofsthelena.org	9. Phone Number	1(707)312-1280
10. Send allocation instructions to (if different from above):			
11. Project Title	Pedestrian Crossing Improvements Quick Build		
12. Amount requested	\$50,000	13. Fiscal Year of Claim	2024

14. **Description of Overall Project:**

The City of St Helena has identified multiple locations that will benefit greatly from the deployment and installation of quick build style pedestrian crossing and traffic calming safety features. The quick build improvements will include modular pedestrian refuges, roadway striping, ADA facilities, Bulbouts, and road warning signage.

15. **Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

The City of St. Helena proposes the funding will be used for procurement and installation of quick build materials, including median barriers, signage, and roadway striping. The design will be prepared by City staff and presented for approval by the Active Transportation Committee and City Council prior to deployment.

16. **Project Location:** A map of the project location is attached or a link to a online map of the project location is provided below:

Location 1: 360 S Crane Ave – This is the location of the entrance to the largest City Park, Primary School, and serves as a major rural/urban interface. The quick build will encourage traffic calming and provide pedestrian passage from street parking to the park which is currently nonexistent.

Location 2: Intersection of N Crane Ave and Spring Street – This location serves as a significant pedestrian and vehicular cross-town corridor for normal access to the High School, Primary School and Parks. At this intersection sidewalks are discontinuous, with normal pedestrian crossing occurring without any facilities. This project will address the sidewalk discontinuity and integrate pedestrian crossing facilities.

Location 3: Intersection of Pope St and Edwards St – The City wishes to install additional crosswalks and bulbouts. Pope St is an Arterial road that carries a lot of vehicle traffic to and from Silverado Tr. Additional crosswalks will aid in better direction for Pedestrians to cross the intersection. Bulbouts will help provide a shorter crossing distance and narrowing the road, so that traffic moves slower in between the intersection.

Project Relation to Regional Policies (for information only)

17. Is the project in an [Equity Priority Community](#)? Yes ☐ No ☒

18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)? Yes ☐ No ☒

19. Project Budget and Schedule

Project Phase	TDA 3	Other Funds	Total Cost	Estimated Completion (month/year)
Bike/Ped Plan				
ENV				
PA&ED				
PS&E		1,000		8/1/2024
ROW				
CON	50,000			10/1/2024
Total Cost	50,000	1,000		

Project Eligibility

A. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes ☒ No ☐

If "YES," identify the date and provide a copy or link to the agenda.

If "NO," provide an explanation).

5/22/24 – Application and preliminary concept presented to Active Transportation and Sustainability Committee. Project was supported.

B. Has the project been approved by the claimant's governing body? Yes ☒ No ☐

If "NO," provide expected date: 5/28/2024

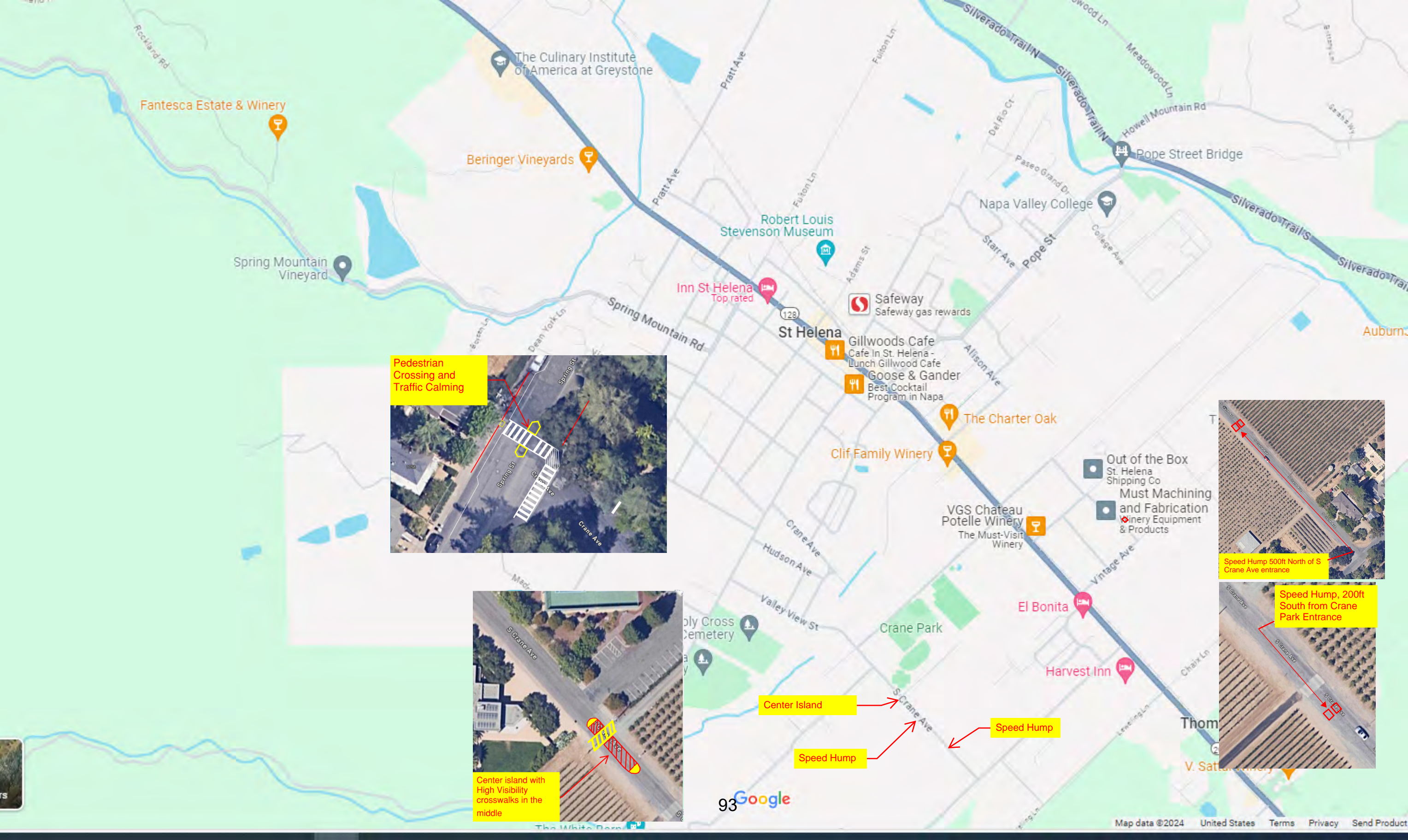
C. Has this project previously received TDA Article 3 funding? Yes ☐ No ☒

(If "YES," provide an explanation on a separate page)

D. For "bikeways," does the project meet Caltrans minimum safety design criteria Yes ☐ No ☐

pursuant to [Chapter 1000 of the California Highway Design Manual](#)?

- E. 1.** Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Existing Facility? Yes ☒ No ☐
- 2.** If "NO" above, is the project is exempt from CEQA for another reason? Yes ☒ No ☐
Cite the basis for the exemption. Minor / Temporary Alteration N/A ☐
If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate.
- F.** Estimated Completion Date of project (month and year): 10/30/2024
- G.** Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement. Yes ☒ No ☐
- H.** Is a Complete Streets Checklist required for this project ? Yes ☐ No ☒
If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>



Pedestrian Crossing and Traffic Calming



Center island with High Visibility crosswalks in the middle



Speed Hump 500ft North of S Crane Ave entrance



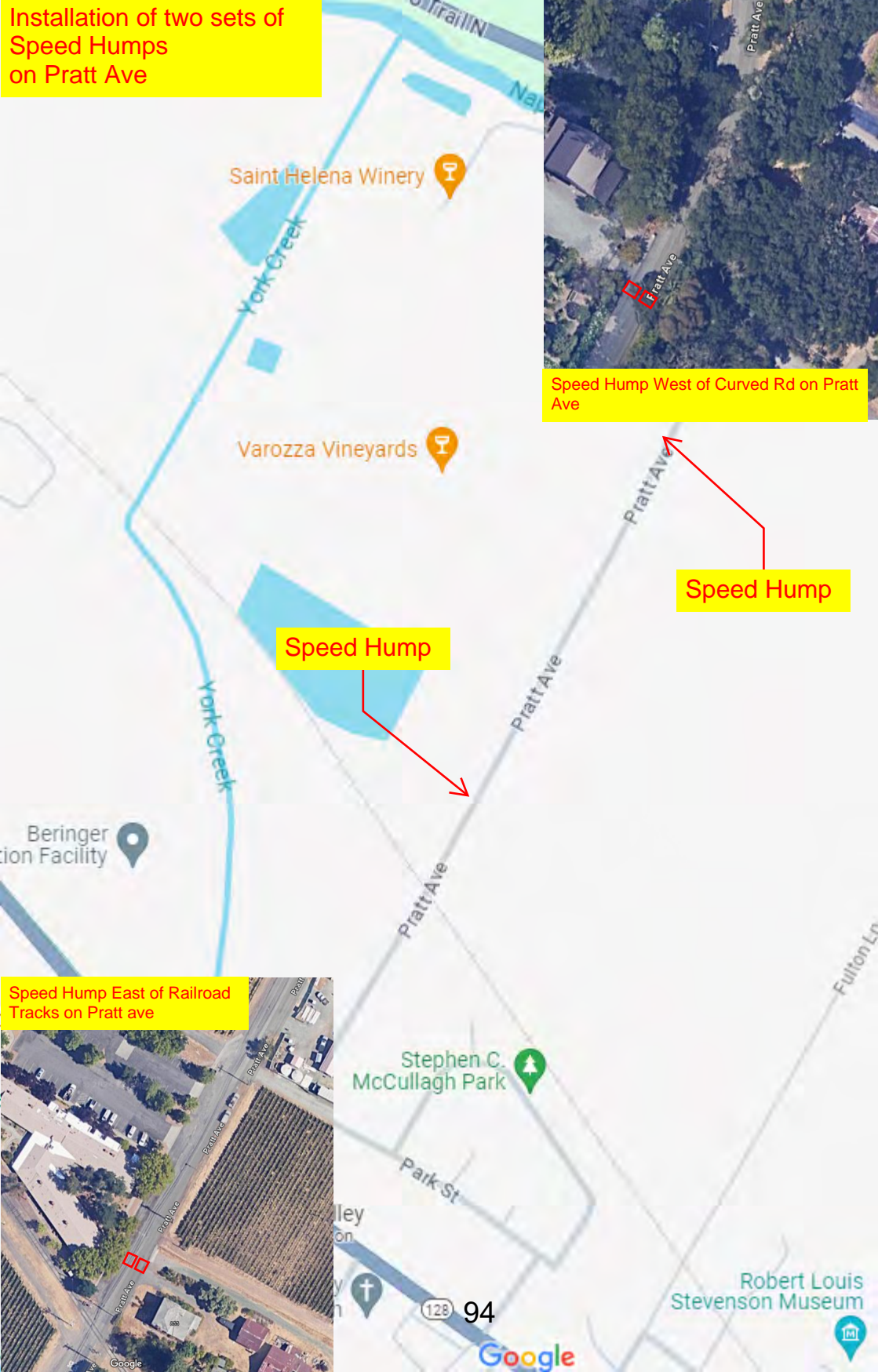
Speed Hump, 200ft South from Crane Park Entrance

Center Island

Speed Hump

Speed Hump

Installation of two sets of
Speed Humps
on Pratt Ave



Saint Helena Winery

Varozza Vineyards

Speed Hump

Speed Hump

Speed Hump East of Railroad
Tracks on Pratt ave



Speed Hump West of Curved Rd on Pratt
Ave



Stephen C.
McCullagh Park

Park St

128 94

Robert Louis
Stevenson Museum

Google

RESOLUTION No. 2024 –

ATTACHMENT A

Approving a request to the Metropolitan Transportation Commission for the allocation of fiscal year FY-2024 Transportation Development Act Article 3 Pedestrian / Bicycle project funding.

FINDINGS

- A. That the City of St. Helena is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the City of St. Helena legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
- B. That the City of St. Helena has committed adequate staffing resources to complete the project(s) described in Attachment B.
- C. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
- D. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
- E. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
- F. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
- G. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the City of St. Helena within the prior five fiscal years.
- H. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.

- I. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
- J. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
- K. That the City of St. Helena agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

CITY OF ST. HELENA

RESOLUTION No. 2024 -

Approving request to the Metropolitan Transportation Commission for the allocation of fiscal year FY-2024 Transportation Development Act Article 3 Pedestrian / Bicycle project funding.

RECITALS

- A. Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and
- B. The Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and
- C. MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and
- D. The City of St Helena desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

- 1. The City of St Helena declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code; and
- 2. That there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the City of St Helena to carry out the project; and
- 3. That the City of St Helena attests to the accuracy of and approves the statements in Attachment A to this resolution; and
- 4. That a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county

association of governments, as the case may be, of Napa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

Approved at a Regular Meeting of the St. Helena City Council on May 28, 2024, by the following vote:

Mayor Dohring: _____

Vice Mayor Hall: _____

Councilmember Chouteau: _____

Councilmember Kenealy: _____

Councilmember Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk

Resolution No. _____

of _____
Attachment B

page _____

TDA Article 3 Project Application Form

1. Agency	Town of Yountville		
2. Primary Contact	Rosalba Ramirez, Public Works Department		
3. Mailing Address	6550 Yount Street Yountville, CA 94558		
4. Email Address	rramirez@yville.com	5. Phone Number	707-944-8851
6. Secondary Contact (in the event primary is not available)	John Ferons Public Works Director		
7. Mailing address (if different) N/A <input type="checkbox"/>			
8. Email Address	jferons@yville.com	9. Phone Number	707-944-8851
10. Send allocation instructions to (if different from above):	Town of Yountville, Public Works Department 6550 Yount Street Yountville, CA 94558		
11. Project Title	ST-0034 New Path Southern Loop		
12. Amount requested	100,000	13. Fiscal Year of Claim	25/26

14. Description of Overall Project:

The Town of Yountville provides a pedestrian/bicyclist path that runs through the center of town called the Hopper Creek Trail. This trail was completed in various phases and runs along the creek. It currently terminates on the southern end into an apartment complex parking lot. This leads to conflicts with vehicles. The goal of this project is to extend the path south and run it west alongside the vineyards on the existing Church property leading users to Washington Street where there are bike lanes and sidewalks. This project would require an easement from the Church property to complete.

15. Project Scope Proposed for Funding: (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

The project is in the current 2025/2026 fiscal year budget. The TDA funds would provide the resources needed to design and partially construct the project. Prior to the 2025/2026 fiscal year the Town will reach out to the Church to begin conversation for acquiring the easement needed.

16. Project Location: A map of the project location is attached or a link to a online map of the project location is provided below:

See map attached.

Project Relation to Regional Policies (for information only)

17. Is the project in an [Equity Priority Community](#)?

Yes ☐ No ☒

18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)?

Yes ☐ No ☒

19. Project Budget and Schedule

Project Phase	TDA 3	Other Funds	Total Cost	Estimated Completion (month/year)
Bike/Ped Plan				
ENV				
PA&ED				
PS&E	\$30,000		\$30,000	December, 2025
ROW		\$10,000	\$10,000	July, 2025
CON	\$70,000	\$30,000	\$100,000	June, 2026
Total Cost	\$100,000	\$40,000	\$140,000	

Project Eligibility

A. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee?

Yes ☐ No ☒

If "YES," identify the date and provide a copy or link to the agenda.

If "NO," provide an explanation).

B. Has the project been approved by the claimant's governing body?

Yes ☒ No ☐

If "NO," provide expected date: _____

C. Has this project previously received TDA Article 3 funding?

Yes ☐ No ☒

(If "YES," provide an explanation on a separate page)

D. For "bikeways," does the project meet Caltrans minimum safety design criteria

Yes ☒ No ☐

pursuant to [Chapter 1000 of the California Highway Design Manual](#)?

E. 1. Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c),

Yes ☒ No ☐

Existing Facility?

2. If "NO" above, is the project is exempt from CEQA for another reason?

Yes ☐ No ☐

Cite the basis for the exemption. _____

N/A ☒

If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate.

F. Estimated Completion Date of project (month and year):

___June, 2026__

G. Have provisions been made by the claimant to maintain the project or facility, or has

Yes ☒ No ☐

the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement.

H. Is a Complete Streets Checklist required for this project ?

Yes ☐ No ☒

If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here:

<https://mtc.ca.gov/planning/transportation/complete-streets>



TOWN OF YOUNTVILLE TDA-3
APPLICATION
ST-0034 NEW PATH SOUTHERN LOOP





Project Sponsor	Project Description	Total Requested	Available & Requested Funding by Year			NVTA Staff Recommendation	NVTA Staff Comments & Notes
			FY 2024-25*	FY 2025-26**	FY 2026-27**		
			\$399,827	\$165,000	\$165,000		
City of Calistoga	Fund PS&E for off-street Class I path connecting South Oak Street & North Oak Street across Napa River. Total project cost of \$1.7M	\$150,000	\$150,000			Fully Fund	This project is consistent with TDA-3 funding requirements, and is included in both locally and countywide adopted transportation plans. A Complete Streets Checklist is required for this project, as the total project cost exceeds \$250,000 prior to submission of the countywide claim. Staff recommend full funding.
City of St. Helena	Fund Quick Build improvements at four locations, including pedestrian refuge, crossing improvements, curb extensions (bulb outs) and in-road warning signs. Total project cost of \$51,000	\$50,000	\$50,000			Fully Fund - Contingent	Quick Build projects are consistent with TDA-3 funding. Awaiting confirmation of all project elements in a locally adopted Plan, consistent with MTC Resolution 4108 §(3)(h). Staff recommend full funding of project pending verification of consistency with locally adopted Plan(s).
Town of Yountville	Fund PS&E and partial Construction of extension to existing Hopper Creek Class I path, addressing safety & user conflicts. Total project cost of \$140,000.	\$100,000		\$100,000		Fully Fund - Contingent	This project is consistent with TDA-3 funding requirements. A public access easement across private property will be required to complete the project. Staff recommend full funding of project contingent upon acquisition of public access easement.
Total Requested		\$300,000	\$200,000	\$100,000	\$0		

* This total includes \$239,827 from the March 2024 funding estimate, as well as \$160,000 in rescinded funds allocated to the Town of Yountville under a previous funding cycle

** FY 2025-26 and FY 2026-27 revenues are estimates for programming purposes only. When actual revenues are known, these estimates will be updated.